

Message

From: Lane, Jennifer [Lane.Jennifer@epa.gov]
Sent: 6/8/2016 3:09:45 PM
To: Cirian, Mike [Cirian.Mike@epa.gov]; Progeess, Christina [Progeess.Christina@epa.gov]; Thomas, Rebecca [Thomas.Rebecca@epa.gov]; Zinner, Dania [Zinner.Dania@epa.gov]
Subject: need to finalize Shaun's Libby schedule
Attachments: Itinerary Libby June 2016.docx

We need to finalize Shaun's meetings by this Friday if possible per below email from Betsy Varcoe.

Mike, please confirm where/ when Shaun needs to be Thursday the 30th or if the current schedule is correct.

Rebecca/ Christina/ Dania - please let me know if you had any other meetings you wanted Shaun to attend. I have confirmations for the OU3 meeting and Pam Baltz reserved the USFS conference room. I will also confirm the Congressional update and location today.

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From: Varcoe, Betsy
Sent: Tuesday, June 07, 2016 4:12 PM
To: Lane, Jennifer <Lane.Jennifer@epa.gov>
Subject: RE: Shaun's Libby trip.

Jennifer, I will be here through Friday then on leave for 2 weeks. (My daughter is getting married!) So it would be great if I could confirm Shaun's Libby itinerary before I go because I will have a LOT of catching up to do on June 27.